

# The Graduate School Tuition Reimbursement Grant Guide

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**KENTUCKY DEPARTMENT  
FOR LIBRARIES &  
ARCHIVES**



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## I. KDLA Overview

The Kentucky Department for Libraries and Archives (KDLA) has developed a long range plan for the development, enrichment, and improvement of library service in the Commonwealth. A strategy in implementing the plan is to strengthen and support Kentucky's libraries through a renewed focus on advisory support, information resources and continuing education programs. In an effort to achieve this goal, KDLA provides and supports training and professional development to enhance the skills of the current library workforce and leadership. KDLA encourages the pursuit of graduate library science degrees by offering tuition reimbursement for the successful completion of classes from an ALA (American Library Association) accredited graduate programs for full-time public library staff.

## II. Grant Eligibility

The Student must:

- ✓ Be a full-time employee at a Kentucky public library and working a minimum of 100 hours a month.
- ✓ Be enrolled in an ALA-accredited Masters in Library and Information Science degree program.
- ✓ Complete the application process by set deadlines.
- ✓ Agree to the terms and conditions of the *Graduate Library School Tuition Reimbursement Grant*.

## III. REQUIREMENTS OF THE PROGRAM

The Student will:

- Sign letter of acceptance for the grant.
- Provide proof of enrollment in an ALA-accredited Masters in Library and Information Science degree program.
- Provide a bill or invoice showing the tuition for the academic term for which they are requesting reimbursement.
- Miss no more than one academic term (excluding summer terms) for the duration of the grant period.
- Provide proof of final course grade - this must be an A or B in order to receive reimbursement under this program.
- Participate in surveys for the purposes of grant program evaluations.
- Be available for follow-up interviews and speaking engagements promoting continuing education and earning an MLIS degree.
- Notify KDLA in the event of a change in contact information.
- After obtaining degree, maintain full-time employment in a Kentucky public library in a library position and work for at least twelve (12) months.

The Library will:

- Provide a letter of support for grant recipient.
- Participate in surveys for the purposes of grant program evaluations.
- Be available for follow-up interviews.

KDLA will:

- Remit payment directly to the grant recipient.
- Recruit students new to the field of Library Science, and/or living/working in rural areas of Kentucky.
- Maintain confidential files adhering to the Open Records Law.
- Evaluate the program and disseminate the results in the state and federal annual reports.
- Comply with all grant expectations set forth by the Institute of Museum and Library Services.

#### **IV. AWARD INFORMATION**

The award amount per recipient for a Masters in Library and Information Science (MLIS) will be up to \$2000 each academic term (contingent on availability of Federal Funds) for no more than five (5) academic terms, excluding summer terms.

#### **V. APPLICATION REVIEW**

Applications will be reviewed by a committee composed of KDLA staff.

Basis of award:

- Completion of application
- Letter of Purpose
- Letter of Support
- Transcripts
- Track record as previous KDLA tuition reimbursement grant recipient
- Agreement to terms and conditions of the tuition reimbursement grant
- Submission of all application materials by the appropriate deadlines
- Number of MLIS degreed librarians employed at library

#### **VI. AWARD ADMINISTRATION**

The Kentucky Department for Libraries and Archives will administer the funds.

At the start of each academic term, the grant recipient will provide information on course enrollment and tuition bill. When the academic term ends, funds will be disbursed directly to the grant recipient once their satisfactory final course grade has been received by KDLA.

## **VII. APPLY FOR GRANT**

Submit the materials listed below:

### **1. Application**

- You will be asked to provide contact information and student status during the application process.

### **2. Letter of Purpose**

- Submit a letter (addressed to the Grant Committee, no longer than two [2] pages) outlining the studies you plan to undertake, your motivation for pursuing an education/career in library science, and how you will use what you learn in your degree program.

### **3. Letter of Support**

- Request your library director or library board member, if you are the director, to write a letter (addressed to the Grant Committee) in support of your academic and professional pursuits. In the Letter of Support, the director or library board member must address: 1) How important is it to your library for this person to earn their MLIS? and 2) What is the library's level of commitment to see that this person succeeds in earning their degree?

### **4. Transcripts**

- Submit transcripts to the Tuition Reimbursement Grant Committee by application deadline date.

The applicant must successfully submit the completed application and associated materials to Tuition Reimbursement Grant Committee; Kentucky Department for Libraries and Archives; PO Box 537; 300 Coffee Tree Road; Frankfort, KY 40602-0537 no later than 3:59 p.m., Eastern Time, on the appropriate deadline date. The applicant will receive a confirmation e-mail after the application has been processed.

Only completed applications will be reviewed. All applications are confidential. Information will not be shared with any other organizations or individuals except as required by state or federal laws. All application materials will be kept on file at the Kentucky Department for Libraries and Archives.

## APPENDIX A: Definitions

For the purpose of this grant the following terms shall mean:

**Student** – Individual applying for and receiving grant award.

**Employed** - Means employment in a library that includes administration, collection development, technical services, public services, or support for public service areas, and excludes secretarial, custodial, grounds keeping, security, food service, driver (other than bookmobile/outreach vehicle), and messenger duties.

**Library** – Employing library of Student.

**Public Library** - A "Public Library" provides free access to all residents of a county, district, or region, without discrimination. It also meets the following minimum criteria:

- a. the library is established under state enabling laws - KRS 65.182, KRS 65.210, KRS 67.715, KRS 173.010, KRS 173.310, KRS 173.470, or KRS 173.710.
- b. the library has an organized collection of printed or other library materials, or a combination thereof;
- c. the library has paid, trained staff;
- d. the library has an established schedule during which services of the staff are available to the public;
- e. the library has the facilities necessary to support such a collection, staff, and schedule; and
- f. the library is supported in whole or in part with public funds.

## APPENDIX B: Application



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### Tuition Reimbursement Grant Application

#### Applicant Information

Full Name:				Date:
	<i>Last</i>	<i>First</i>	<i>M.I.</i>	
Home Address:				
	<i>Street Address</i>			<i>Apartment/Unit #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Library Address:				
	<i>Library Name</i>			
	<i>Street Address</i>			<i>PO Box</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>	
Work Phone:			Email:	
Have you started your degree program:				
YES				
<input type="checkbox"/>	Start date:			
NO				
<input type="checkbox"/>	Estimated start date:			
Name of University:				
University Address:				
When do you plan to complete your degree program?				

### Items of Inclusion

Letter of purpose	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Letter of support	YES <input type="checkbox"/>	NO <input type="checkbox"/>
College transcripts	YES <input type="checkbox"/>	NO <input type="checkbox"/>

### Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C: Letter of Agreement

### **The Student hereby agrees:**

A material breach of this Agreement shall occur and any amount awarded shall become immediately repayable if:

- the Student fails to earn a final grade of at least a “B” during each academic term in which the Student is enrolled and receiving the grant,
- the Student fails to enroll in more than one academic term (excluding summers) while receiving the grant,
- the Student fails to complete more than one academic term (excluding summers) while receiving the grant,
- the Student fails to work in a Kentucky public library for at least 12 consecutive months after receiving a Masters in Library and Information Science, unless such failure to retain employment is through absolutely no fault of the Student.

In cases of extreme hardship and for good cause, full or partial repayment of the grant may be waived by the State Librarian. Such waiver shall be granted at the sole discretion of the State Librarian and shall be made on an individual basis at the written request of the Student.

If a material breach of this Agreement occurs during the grant cycle set forth in the guidelines, the Student shall be ineligible to receive a Tuition Reimbursement Grant in the future.

The Student’s application and the associated Grant Guidelines shall constitute the sole Agreement between the Student and the Kentucky Department for Libraries and Archives in the execution of this grant.

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. Furthermore, the parties hereto agree that any legal action which is brought on the basis of this Agreement shall be filed in the Franklin County Circuit Court of the Commonwealth of Kentucky.

If any provision of this Agreement is held to be in conflict with any applicable statute or rule of law, or is otherwise held to be unenforceable, the invalidity of such portion shall not affect any or all of the remaining portions of this Agreement.

I agree that if I am awarded the grant and should fail to fulfill the obligations agreed to under the contract for the grant the entire amount of grant benefits received shall become immediately due and payable to the Kentucky Department for Libraries and Archives. Repayment of benefits received under this program shall be due in a lump sum or through a payment schedule determined by the State Librarian. Upon recommendation of the State Librarian, the Attorney General shall institute proceedings for the purpose of recovering any amount due the Commonwealth under the provisions of this Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_